

EG81

Unit 5

L Number	Hits	Search Text	DB	Time stamp
4	50	(time ADJ management) SAME (character\$3 or personalit\$6)	USPAT; US-PGPUB; EPO; JPO; DERWENT; IBM_TDB	2004/04/27 19:00
5	50	(time ADJ management) SAME (character\$3 or personalit\$6 or enneagram\$2)	USPAT; US-PGPUB; EPO; JPO; DERWENT; IBM_TDB	2004/04/27 19:47
6	0	personalit\$6 SAME investment\$2 SAME horizon\$2	USPAT; US-PGPUB; EPO; JPO; DERWENT; IBM_TDB	2004/04/27 19:47
7	0	personalit\$6 SAME financial SAME horizon\$2	USPAT; US-PGPUB; EPO; JPO; DERWENT; IBM_TDB	2004/04/27 19:47

Draw

Your SELECT statement is:
s (((neural()network?) (s) ((behavior? or personalit? or
behaviour) (3n) (type? ?))) AND (time(2n)manag?)) NOT py>1999

Items	File
Examined 50 files	
Examined 100 files	
Examined 150 files	
Examined 200 files	
Examined 250 files	
Examined 300 files	
Examined 350 files	
Examined 400 files	

Processing

Your SELECT statement is:
s (personality or personalities or enneagram or enneagrams) (10n) (period
or length) (5n) time(10n) (schedul? or plan?)

Items	File
1	1: ERIC_1966-2004/Apr 27
1	11: PsycINFO(R)_1887-2004/Apr W4
1	13: BAMP_2004/Apr W2
2	15: ABI/Inform(R)_1971-2004/Apr 27
>>>File 16 processing for PLAN? stopped at PLANTEXTRAKT	
2	16: Gale Group PROMT(R)_1990-2004/Apr 27
>>>File 20 processing for PLAN? stopped at PLANNIMNG	
1	20: Dialog Global Reporter_1997-2004/Apr 27
1	47: Gale Group Magazine DB(TM)_1959-2004/Apr 27
1	50: CAB Abstracts_1972-2004/Mar
1	73: EMBASE_1974-2004/Apr W3
Examined 50 files	
1	86: Mental Health Abstracts_1969-2000/Jun
3	88: Gale Group Business A.R.T.S._1976-2004/Apr 26
1	98: General Sci Abs/Full-Text_1984-2004/Apr
Examined 100 files	
Processing	
>>>File 148 processing for PLAN? stopped at PLANTCARE	
3	148: Gale Group Trade & Industry DB_1976-2004/Apr 27
1	149: TGG Health&Wellness DB(SM)_1976-2004/Apr W3
1	155: MEDLINE(R)_1966-2004/Apr W4
1	162: Global Health_1983-2004/Mar
1	163: Ageline(R)_1965-2004/Apr
Examined 150 files	
1	277: ONTAP(R) Investext(R)_
Examined 200 files	
Examined 250 files	
1	436: Humanities Abs Full Text_1984-2004/Apr
Examined 300 files	
>>>File 484 processing for PLAN? stopped at PLANTSINSTEAD	
2	484: Periodical Abs Plustext_1986-2004/Apr W3
1	485: Accounting & Tax DB_1971-2004/Apr W2
1	494: St LouisPost-Dispatch_1988-2004/Apr 26
1	538: Boca Raton News_1994-1999/Jul 05
Examined 350 files	
1	541: SEC Online(TM) Annual Repts_1997/Sep W3
1	545: Investext(R)_1982-2004/Apr 27
1	553: Wilson Bus. Abs. FullText_1982-2004/Apr
Examined 400 files	
1	619: Asia Intelligence Wire_1995-2004/Apr 26
1	621: Gale Group New Prod. Annou.(R)_1985-2004/Apr 26
1	624: McGraw-Hill Publications_1985-2004/Apr 27
1	631: Boston Globe_1980-2004/Apr 25
1	635: Business Dateline(R)_1985-2004/Apr 27
3	641: Rocky Mountain News_Jun 1989-2004/Apr 26
1	646: Consumer Reports_1982-2004/Apr
Processing	
>>>File 654 processing for PLAN? stopped at PLANTIPATHOGENE	
1	654: US Pat.Full._1976-2004/Apr 22
Examined 450 files	
1	704: (Portland)The Oregonian_1989-2004/Apr 26
3	709: Richmond Times-Disp._1989-2004/Apr 23
1	710: Times/Sun.Times(London)_Jun 1988-2004/Apr 26
2	713: Atlanta J/Const._1989-2004/Apr 25
1	717: The Washington Times_Jun 1989-2004/Apr 27
1	718: Pittsburgh Post-Gazette_Jun 1990-2004/Apr 26

*Set	Items	Description
S1	52	(PERSONALITY OR PERSONALITIES OR ENNEAGRAM OR ENNEAGRAMS) (-10N) (PERIOD OR LENGTH) (5N) TIME(10N) (SCHEDUL? OR PLAN?)
S2	40	RD (unique items)
S3	26	S2 NOT PY>1999 <i>kwz</i>
File	1:ERIC	1966-2004/Apr 27 (c) format only 2004 The Dialog Corporation
File	11:PsycINFO(R)	1887-2004/Apr W4 (c) 2004 Amer. Psychological Assn.
File	13:BAMP	2004/Apr W2 (c) 2004 The Gale Group
File	15:ABI/Inform(R)	1971-2004/Apr 27 (c) 2004 ProQuest Info&Learning
File	16:Gale Group PROMT(R)	1990-2004/Apr 27 (c) 2004 The Gale Group
File	20:Dialog Global Reporter	1997-2004/Apr 27 (c) 2004 The Dialog Corp.
File	47:Gale Group Magazine DB(TM)	1959-2004/Apr 27 (c) 2004 The Gale group
File	50:CAB Abstracts	1972-2004/Mar (c) 2004 CAB International
File	73:EMBASE	1974-2004/Apr W3 (c) 2004 Elsevier Science B.V.
File	86:Mental Health Abstracts	1969-2000/Jun (c) 2000 IFI/CLAIMS(r)
File	88:Gale Group Business A.R.T.S.	1976-2004/Apr 26 (c) 2004 The Gale Group
File	98:General Sci Abs/Full-Text	1984-2004/Apr (c) 2004 The HW Wilson Co.
File	148:Gale Group Trade & Industry DB	1976-2004/Apr 27 (c) 2004 The Gale Group
File	149:TGG Health&Wellness DB(SM)	1976-2004/Apr W3 (c) 2004 The Gale Group
File	155:MEDLINE(R)	1966-2004/Apr W4 (c) format only 2004 The Dialog Corp.
File	162:Global Health	1983-2004/Mar (c) 2004 CAB International
File	163:Ageline(R)	1965-2004/Apr (c) format only 2004 The Dialog Corp.
File	277:ONTAP(R) Investext(R)	 (c) 1992 Thomson Financial Networks
File	436:Humanities Abs Full Text	1984-2004/Apr (c) 2004 The HW Wilson Co
File	484:Periodical Abs Plustext	1986-2004/Apr W3 (c) 2004 ProQuest
File	485:Accounting & Tax DB	1971-2004/Apr W2 (c) 2004 ProQuest Info&Learning
File	494:St LouisPost-Dispatch	1988-2004/Apr 26 (c) 2004 St Louis Post-Dispatch
File	538:Boca Raton News	1994- 1999/Jul 05 (c) 1999 The News
File	541:SEC Online(TM) Annual Repts	1997/Sep W3 (c) 1987-1997 SEC Online Inc.
File	545:Investext(R)	1982-2004/Apr 27 (c) 2004 Thomson Financial Networks
File	553:Wilson Bus. Abs. FullText	1982-2004/Apr (c) 2004 The HW Wilson Co
File	619:Asia Intelligence Wire	1995-2004/Apr 26 (c) 2004 Fin. Times Ltd
File	621:Gale Group New Prod. Annou. (R)	1985-2004/Apr 26 (c) 2004 The Gale Group
File	624:McGraw-Hill Publications	1985-2004/Apr 27 (c) 2004 McGraw-Hill Co. Inc
File	631:Boston Globe	1980-2004/Apr 25 (c) 2004 Boston Globe
File	635:Business Dateline(R)	1985-2004/Apr 27 (c) 2004 ProQuest Info&Learning
File	641:Rocky Mountain News	Jun 1989-2004/Apr 26 (c) 2004 Scripps Howard News

File 646:Consumer Reports 1982-2004/Apr
(c) 2004 Consumer Union
File 654:US Pat.Full. 1976-2004/Apr 22
(c) Format only 2004 The Dialog Corp.
File 704:(Portland)The Oregonian 1989-2004/Apr 26
(c) 2004 The Oregonian
File 709:Richmond Times-Disp. 1989-2004/Apr 23
(c) 2004 Richmond Newspapers Inc
File 710:Times/Sun.Times(London) Jun 1988-2004/Apr 26
(c) 2004 Times Newspapers
File 713:Atlanta J/Const. 1989-2004/Apr 25
(c) 2004 Atlanta Newspapers
File 717:The Washington Times Jun 1989-2004/Apr 27
(c) 2004 Washington Times
File 718:Pittsburgh Post-Gazette Jun 1990-2004/Apr 26
(c) 2004 PG Publishing

•Your SELECT statement is:
s (personality())based()time()management)

Items	File
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1	16: Gale Group PROMT(R)_1990-2004/Apr 27
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Processing

Examined 50 files

Examined 100 files

1	148: Gale Group Trade & Industry DB_1976-2004/Apr 27
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Examined 150 files

1	226: TRADEMARKSCAN(R)-US Fed_OG 040420/AP 040422
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Examined 200 files

Examined 250 files

Examined 300 files

2	494: St LouisPost-Dispatch_1988-2004/Apr 26
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Examined 350 files

Examined 400 files

1	621: Gale Group New Prod. Annou. (R)_1985-2004/Apr 26
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1	649: Gale Group Newswire ASAP(TM)_2004/Apr 26
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Examined 450 files

Examined 500 files

Examined 550 files

6 files have one or more items; file list includes 557 files.

g/kwz

• Your SELECT statement is:
s ((time()management) (10n) ((enneagram or personality or personalities or
Myers()Brigg) (2n) (type or types))) NOT py>1999

Items	File
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1	1: ERIC_1966-2004/Apr 27
3	11: PsycINFO(R)_1887-2004/Apr W4
1	13: BAMP_2004/Apr W2
1	15: ABI/Inform(R)_1971-2004/Apr 27
2	35: Dissertation Abs Online_1861-2004/Mar

Examined 50 files

Examined 100 files

Processing

1	148: Gale Group Trade & Industry DB_1976-2004/Apr 27
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Examined 150 files

Examined 200 files

Examined 250 files

1	420: UnCover_1988-2001/May 31
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1	427: Fort Worth Star-Telegram_1993-2004/Feb 23
---	--

Examined 300 files

2	484: Periodical Abs Plustext_1986-2004/Apr W3
---	---

Examined 350 files

1	553: Wilson Bus. Abs. FullText_1982-2004/Apr
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Examined 400 files

Processing

Processing

Examined 450 files

laur

Your SELECT statement is:

s ((enneagram? or (personalit?(2n)type?)) and (time(2n)manag?)) NOT
py>1999

Items	File
7	1: ERIC_1966-2004/Mar 31
1	5: Biosis Previews(R)_1969-2004/Apr W2
1	9: Business & Industry(R)_Jul/1994-2004/Apr 21
10	11: PsycINFO(R)_1887-2004/Apr W3
7	13: BAMP_2004/Apr W1
96	15: ABI/Inform(R)_1971-2004/Apr 22
6	16: Gale Group PROMT(R)_1990-2004/Apr 22

Processing

>>>File 20 processing for MANAG? stopped at MANAGUDDA

12	20: Dialog Global Reporter_1997-2004/Apr 22
1	22: Employee Benefits_1986-2004/Apr
11	35: Dissertation Abs Online_1861-2004/Mar
37	47: Gale Group Magazine DB(TM)_1959-2004/Apr 22
1	48: SPORTDiscus_1962-2004/Apr
1	73: EMBASE_1974-2004/Apr W3
22	75: TGG Management Contents(R)_86-2004/Apr W2

Examined 50 files

24	88: Gale Group Business A.R.T.S._1976-2004/Apr 21
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>>>File 120: Prefix "PY" is undefined

2	120: U.S. Copyrights_1978-2004/Apr 20
2	122: Harvard Business Review_1971-2004/Mar
6	141: Readers Guide_1983-2004/Apr

Examined 100 files

2	147: The Kansas City Star_1995-2003/Sep 26
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Processing

79	148: Gale Group Trade & Industry DB_1976-2004/Apr 22
19	149: TGG Health&Wellness DB(SM)_1976-2004/Apr W2
1	180: Federal Register_1985-2004/Apr 22
1	212: ONTAP(R) PsycINFO(R)_

Examined 150 files

1	215: ONTAP(R) ABI/INFORM(R)_
1	249: PIRA Mgt. & Mktg. Abs._1976-2004Apr W3
7	262: CBCA Fulltext_1982-2004/Apr
7	275: Gale Group Computer DB(TM)_1983-2004/Apr 22

Examined 200 files

1	317: Chemical Safety NewsBase_1981-2004/Apr
1	387: The Denver Post_1994-2004/Apr 21

Examined 250 files

1	392: Boston Herald_1995-2004/Apr 21
1	420: UnCover_1988-2001/May 31
1	427: Fort Worth Star-Telegram_1993-2004/Feb 23
2	432: Tampa Tribune_1998-2004/Mar 04

Examined 300 files

5	476: Financial Times Fulltext_1982-2004/Apr 22
34	484: Periodical Abs Plustext_1986-2004/Apr W3
12	485: Accounting & Tax DB_1971-2004/Apr W1
1	486: Press-Telegram_1992- 2004/Apr 21
2	487: Columbus Ledger-Enquirer_1994-2004/Apr 21
8	492: Arizona Repub/Phoenix Gaz_19862002/Jan 06
7	494: St LouisPost-Dispatch_1988-2004/Apr 22
2	498: Detroit Free Press_1987-2004/Apr 22
1	536: (GARY) POST-TRIBUNE_1992-1999/Dec 30

Examined 350 files

23	553: Wilson Bus. Abs. FullText_1982-2004/Apr
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Examined 400 files

7	608: KR/T Bus.News._1992-2004/Apr 22
1	619: Asia Intelligence Wire_1995-2004/Apr 21
1	624: McGraw-Hill Publications_1985-2004/Apr 19
1	626: Bond Buyer Full Text_1981-2004/Apr 22
1	631: Boston Globe_1980-2004/Apr 21
4	634: San Jose Mercury_ Jun 1985-2004/Apr 21
14	635: Business Dateline(R)_1985-2004/Apr 22

2 638: Newsday/New York Newsday_1987-2004/Apr 22
8 641: Rocky Mountain News_Jun 1989-2004/Apr 21
>>>File 644 processing for PY=1999 : PY=|
>>>File 644: started at PY=1999 SLUG AABC18 stopped at PY=1999 SLUG
05CPROP
1 644: (Boulder) Daily Camera_1995- 2004/Apr 20
1 645: Contra Costa Papers_1995- 2004/Apr 20
2 647: CMP Computer Fulltext_1988-2004/Apr W2
2 649: Gale Group Newswire ASAP(TM)_2004/Apr 21

Processing

Examined 450 files

3 674: Computer News Fulltext_1989-2004/Apr W2
3 701: St Paul Pioneer Pr Apr_1988-2004/Apr 21
8 702: Miami Herald_1983-2004/Apr 21
1 703: USA Today_1989-2004/Apr 22
2 704: (Portland)The Oregonian_1989-2004/Apr 21
2 706: (New Orleans)Times Picayune_1989-2004/Apr 21
3 707: The Seattle Times_1989-2004/Apr 21
2 709: Richmond Times-Disp._1989-2004/Apr 19
4 710: Times/Sun.Times(London)_Jun 1988-2004/Apr 21
2 711: Independent(London)_Sep 1988-2004/Apr 16
1 712: Palm Beach Post_1989-2004/Apr 21
2 713: Atlanta J/Const._1989-2004/Apr 22
5 714: (Baltimore) The Sun_1990-2004/Apr 22
1 717: The Washington Times_Jun 1989-2004/Apr 22
3 718: Pittsburgh Post-Gazette_Jun 1990-2004/Apr 22
2 720: (Columbia) The State_Dec 1987-2004/Apr 21
1 722: Cincinnati/Kentucky Post_1990-2004/Apr 21
8 727: Canadian Newspapers_1990-2004/Apr 22
1 728: Asia/Pac News_1994-2004/Apr W3
1 731: Philad.Dly.News_1983- 2004/Apr 20
1 732: San Francisco Exam._1990- 2000/Nov 21
2 733: The Buffalo News_1990- 2004/Apr 20
1 735: St. Petersburg Times_1989- 2004/Apr 21

Examined 500 files

1 740: (Memphis)Comm.Appeal_1990-2004/Apr 21
4 742: (Madison)Cap.Tim/Wi.St.J_1990-2004/Apr 21
1 743: (New Jersey)The Record_1989-2004/Apr 21
11 781: ProQuest Newsstand_1998-2004/Apr 22
1 810: Business Wire_1986-1999/Feb 28
1 813: PR Newswire_1987-1999/Apr 30

Examined 550 files

Processing
Processing
Processing
Processing
Processing

85 files have one or more items; file list includes 557 files.
One or more terms were invalid in 107 files.

Set	Items	Description
S1	527	((ENNEAGRAM? OR (PERSONALIT?(2N)TYPE?)) AND (TIME(2N)MANAG- ?)) NOT PY>1999
S2	354	RD (unique items)
S3	106	S2 AND ((LONG OR SHORT)()TERM)

?ds;show files

Set	Items	Description
S1	527	((ENNEAGRAM? OR (PERSONALIT?(2N)TYPE?)) AND (TIME(2N)MANAG- ?)) NOT PY>1999
S2	354	RD (unique items)
S3	106	S2 AND ((LONG OR SHORT)()TERM)
File	1:	ERIC 1966-2004/Mar 31 (c) format only 2004 The Dialog Corporation
File	5:	Biosis Previews(R) 1969-2004/Apr W2 (c) 2004 BIOSIS
File	9:	Business & Industry(R) Jul/1994-2004/Apr 21 (c) 2004 The Gale Group
File	11:	PsycINFO(R) 1887-2004/Apr W3 (c) 2004 Amer. Psychological Assn.
File	13:	BAMP 2004/Apr W1 (c) 2004 The Gale Group
File	15:	ABI/Inform(R) 1971-2004/Apr 22 (c) 2004 ProQuest Info&Learning
File	16:	Gale Group PROMT(R) 1990-2004/Apr 22 (c) 2004 The Gale Group
File	20:	Dialog Global Reporter 1997-2004/Apr 22 (c) 2004 The Dialog Corp.
File	22:	Employee Benefits 1986-2004/Apr (c) 2004 Int.Fdn.of Empl.Ben.Plans
File	35:	Dissertation Abs Online 1861-2004/Mar (c) 2004 ProQuest Info&Learning
File	47:	Gale Group Magazine DB(TM) 1959-2004/Apr 22 (c) 2004 The Gale group
File	48:	SPORTDiscus 1962-2004/Apr (c) 2004 Sport Information Resource Centre
File	73:	EMBASE 1974-2004/Apr W3 (c) 2004 Elsevier Science B.V.
File	75:	TGG Management Contents(R) 86-2004/Apr W2 (c) 2004 The Gale Group
File	88:	Gale Group Business A.R.T.S. 1976-2004/Apr 21 (c) 2004 The Gale Group
File	120:	U.S. Copyrights 1978-2004/Apr 20 (c) format only 2004 The Dialog Corp.
File	122:	Harvard Business Review 1971-2004/Mar (c) 2004 Harvard Business Review
File	141:	Readers Guide 1983-2004/Apr (c) 2004 The HW Wilson Co
File	147:	The Kansas City Star 1995-2003/Sep 26 (c) 2003 Kansas City Star
File	148:	Gale Group Trade & Industry DB 1976-2004/Apr 22 (c)2004 The Gale Group
File	149:	TGG Health&Wellness DB(SM) 1976-2004/Apr W2 (c) 2004 The Gale Group
File	180:	Federal Register 1985-2004/Apr 22 (c) 2004 format only The DIALOG Corp
File	212:	ONTAP(R) PsycINFO(R) (c) 2004 Amer. Psychological Assn.
File	215:	ONTAP(R) ABI/INFORM(R) (c) 1999 ProQuest Info&Learning
File	249:	PIRA Mgt. & Mktg. Abs. 1976-2004Apr W3 (c) 2004 Pira International
File	262:	CBCA Fulltext 1982-2004/Apr (c) 2004 Micromedia Ltd.
File	275:	Gale Group Computer DB(TM) 1983-2004/Apr 22 (c) 2004 The Gale Group
File	317:	Chemical Safety NewsBase 1981-2004/Apr (c) 2004 Royal Soc Chemistry

- File 387:The Denver Post 1994-2004/Apr 21
(c) 2004 Denver Post
- File 392:Boston Herald 1995-2004/Apr 22
(c) 2004 Boston Herald
- File 420:UnCover 1988-2001/May 31
(c) 2001 The UnCover Company
- File 427:Fort Worth Star-Telegram 1993-2004/Feb 23
(c) 2004 Fort Worth Papers
- File 432:Tampa Tribune 1998-2004/Mar 04
(c) 2004 Tampa Tribune
- File 476:Financial Times Fulltext 1982-2004/Apr 22
(c) 2004 Financial Times Ltd
- File 484:Periodical Abs Plustext 1986-2004/Apr W3
(c) 2004 ProQuest
- File 485:Accounting & Tax DB 1971-2004/Apr W1
(c) 2004 ProQuest Info&Learning
- File 486: Press-Telegram 1992- 2004/Apr 21
(c) 2004 Long Beach Press-Telegram
- File 487:Columbus Ledger-Enquirer 1994-2004/Apr 21
(c) 2004 R. W. Page Corp.
- File 492:Arizona Repub/Phoenix Gaz 19862002/Jan 06
(c) 2002 Phoenix Newspapers
- File 494:St LouisPost-Dispatch 1988-2004/Apr 22
(c) 2004 St Louis Post-Dispatch
- File 498:Detroit Free Press 1987-2004/Apr 22
(c) 2004 Detroit Free Press Inc.
- File 536:(GARY) POST-TRIBUNE 1992-1999/Dec 30
(c) 2000 POST-TRIBUNE
- File 553:Wilson Bus. Abs. FullText 1982-2004/Apr
(c) 2004 The HW Wilson Co
- File 608:KR/T Bus.News. 1992-2004/Apr 22
(c)2004 Knight Ridder/Tribune Bus News
- File 619:Asia Intelligence Wire 1995-2004/Apr 21
(c) 2004 Fin. Times Ltd
- File 624:McGraw-Hill Publications 1985-2004/Apr 19
(c) 2004 McGraw-Hill Co. Inc
- File 626:Bond Buyer Full Text 1981-2004/Apr 22
(c) 2004 Bond Buyer
- File 631:Boston Globe 1980-2004/Apr 21
(c) 2004 Boston Globe
- File 634:San Jose Mercury Jun 1985-2004/Apr 21
(c) 2004 San Jose Mercury News
- File 635:Business Dateline(R) 1985-2004/Apr 22
(c) 2004 ProQuest Info&Learning
- File 638:Newsday/New York Newsday 1987-2004/Apr 22
(c) 2004 Newsday Inc.
- File 641:Rocky Mountain News Jun 1989-2004/Apr 21
(c) 2004 Scripps Howard News
- File 644:(Boulder) Daily Camera 1995- 2004/Apr 20
(c) 2004 The Daily Camera
- File 645:Contra Costa Papers 1995- 2004/Apr 20
(c) 2004 Contra Costa Newspapers
- File 647:CMP Computer Fulltext 1988-2004/Apr W2
(c) 2004 CMP Media, LLC
- File 649:Gale Group Newswire ASAP(TM) 2004/Apr 21
(c) 2004 The Gale Group
- File 674:Computer News Fulltext 1989-2004/Apr W2
(c) 2004 IDG Communications
- File 701:St Paul Pioneer Pr Apr 1988-2004/Apr 21
(c) 2004 St Paul Pioneer Press
- File 702:Miami Herald 1983-2004/Apr 21
(c) 2004 The Miami Herald Publishing Co.
- File 703:USA Today 1989-2004/Apr 22
(c) 2004 USA Today

?

. Your SELECT statement is:
 s ((schedul? or deadline? ? or dead()line? ? or due()date? ? or goal? ?
 or completion? ?)(10n)(procrastinat? or (normal? or habitual? or chronic?
 or consistent?))(4n)(late? or tardy or tardiness?)) NOT py>1999

Items File

5 1: ERIC_1966-2004/Mar 31
 14 2: INSPEC_1969-2004/Apr W2
 48 5: Biosis Previews(R)_1969-2004/Apr W2
 5 6: NTIS_1964-2004/Apr W3
 7 7: Social SciSearch(R)_1972-2004/Apr W3
 12 8: Ei Compendex(R)_1970-2004/Apr W2
 12 9: Business & Industry(R)_Jul/1994-2004/Apr 21
 1 10: AGRICOLA_70-2004/Mar
 35 11: PsycINFO(R)_1887-2004/Apr W3
 15 13: BAMP_2004/Apr W1
 84 15: ABI/Inform(R)_1971-2004/Apr 22
 104 16: Gale Group PROMT(R)_1990-2004/Apr 22
 3 18: Gale Group F&S Index(R)_1988-2004/Apr 21
 2 19: Chem.Industry Notes_1974-2004/ISS 200416

Processing

88 20: Dialog Global Reporter_1997-2004/Apr 22
 4 21: NCJRS_1972-2004/Mar
 4 30: AsiaPacific_1985-2004/Mar 01
 32 34: SciSearch(R) Cited Ref Sci_1990-2004/Apr W3
 11 35: Dissertation Abs Online_1861-2004/Mar
 1 38: America:History & Life_1963-2003/Q1
 1 39: Historical Abstracts_1973-2003
 1 40: Enviroline(R)_1975-2004/Mar
 59 47: Gale Group Magazine DB(TM)_1959-2004/Apr 22
 2 48: SPORTDiscus_1962-2004/Apr
 8 50: CAB Abstracts_1972-2004/Mar
 1 51: Food Sci.&Tech.Abs_1969-2004/Apr W3
 1 63: Transport Res(TRIS)_1970-2004/Mar
 8 71: ELSEVIER BIOBASE_1994-2004/Apr W2
 57 73: EMBASE_1974-2004/Apr W3
 1 74: Int.Pharm.Abs_1970-2004/Apr B1
 12 75: TGG Management Contents(R)_86-2004/Apr W2

Examined 50 files

6 80: TGG Aerospace/Def.Mkts(R)_1986-2004/Apr 22
 5 86: Mental Health Abstracts_1969-2000/Jun
 62 88: Gale Group Business A.R.T.S._1976-2004/Apr 21
 1 89: GeoRef_1785-2004/Apr B2
 1 91: MANTIS(TM)_1880-2004/Dec
 5 94: JICST-EPlus_1985-2004/Apr W1
 2 95: TEME-Technology & Management_1989-2004/Apr W1
 2 96: FLUIDEX_1972-2004/Apr
 1 99: Wilson Appl. Sci & Tech Abs_1983-2004/Mar
 21 103: Energy SciTec_1974-2004/Apr B1
 1 109: Nuclear Sci. Abs._1948-1976
 3 112: UBM Industry News_1998-2004/Jan 27
 1 122: Harvard Business Review_1971-2004/Mar
 3 129: PHIND(Archival)_1980-2004/Apr W2
 1 132: S&P's Daily News_1985-2004/Apr 21
 2 135: NewsRx Weekly Reports_1995-2004/Apr W2
 15 141: Readers Guide_1983-2004/Apr
 3 142: Social Sciences Abstracts_1983-2004/Mar

Examined 100 files

15 144: Pascal_1973-2004/Apr W2
 15 147: The Kansas City Star_1995-2003/Sep 26

Processing

216 148: Gale Group Trade & Industry DB_1976-2004/Apr 22
 30 149: TGG Health&Wellness DB(SM)_1976-2004/Apr W2
 55 155: MEDLINE(R)_1966-2004/Apr W3
 23 156: ToxFile_1965-2004/Apr W3
 5 158: DIOGENES(R)_1976-2004/Apr W3
 27 159: Cancerlit_1975-2002/Oct
 8 160: Gale Group PROMT(R)_1972-1989

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1 161: Occ. Saf. & Hth. 1973-1998/Q3
2 162: Global Health 1983-2004/Mar
117 180: Federal Register 1985-2004/Apr 22
7 194: FBODaily 1982/Dec-2004/Nov
>>>File 198: Prefix "PY" is undefined
3 198: Health Devices Alerts(R) 1977-2004/Apr W4
1 202: Info. Sci. & Tech. Abs. 1966-2004/Feb 27
Examined 150 files
1 215: ONTAP(R) ABI/INFORM(R) _
2 239: Mathsci 1940-2004/May
1 241: Elec. Power DB 1972-1999Jan
1 254: ONTAP(R) MEDLINE(R) 1998
3 258: AP News Jul 2000-2004/Apr 22
1 261: UPI News 1999-2004/Apr 22
3 262: CBCA Fulltext 1982-2004/Apr
6 264: DIALOG Defense Newsletters 1989-2004/Apr 22
>>>File 266: Prefix "PY" is undefined
5 266: FEDRIP 2004/Feb
29 275: Gale Group Computer DB(TM) 1983-2004/Apr 22
1 277: ONTAP(R) Investext(R) _
Examined 200 files
2 292: GEOBASE(TM) 1980-2004/Apr B2
>>>File 322: Prefix "PY" is undefined
1 322: Polymer Online _
4 340: CLAIMS(R)/US Patent 1950-04/Apr 20
Processing
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15 348: EUROPEAN PATENTS 1978-2004/Apr W02
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>>>File 349 processing for LATE? stopped at LATERIALIZED
13 349: PCT FULLTEXT 1979-2002/UB=20040415,UT=20040408
1 370: Science 1996-1999/Jul W3
3 373: Adis Clinical Trials Insight 1982-June 2000
5 377: Derwent Drug File 1983-2004/Apr W1
6 387: The Denver Post 1994-2004/Apr 21
2 388: PEDS: Defense Program Summaries 1999/May
Examined 250 files
5 392: Boston Herald 1995-2004/Apr 21
2 397: Las Vegas Review-Journal 1997-2004/Apr 22
1 410: Chronolog(R) 1981-2004/Apr
7 427: Fort Worth Star-Telegram 1993-2004/Feb 23
1 429: Adis Newsletters(Archive) 1982-2004/Apr 22
6 432: Tampa Tribune 1998-2004/Mar 04
7 433: Charleston Newspapers 1997-2004/Apr 21
1 436: Humanities Abs Full Text 1984-2004/Apr
30 440: Current Contents Search(R) 1990-2004/Apr 22
1 441: ESPICOM Pharm&Med DEVICE NEWS 2004/Apr W3
3 444: New England Journal of Med. 1985-2004/Apr W4
4 445: IMS R&D Focus 1991-2004/Mar W4
1 455: Drug News & Perspectives 1992-2004/Mar
>>>File 461: Prefix "PY" is undefined
1 461: USP DI(R) VOL. I 2003/Q4
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4 474: New York Times Abs 1969-2004/Apr 21
13 476: Financial Times Fulltext 1982-2004/Apr 22
2 477: Irish Times 1999-2004/Apr 22
7 483: Newspaper Abs Daily 1986-2004/Apr 17
58 484: Periodical Abs Plustext 1986-2004/Apr W3
15 485: Accounting & Tax DB 1971-2004/Apr W1
10 486: Press-Telegram 1992- 2004/Apr 21
2 487: Columbus Ledger-Enquirer 1994-2004/Apr 21
2 488: Duluth News-Tribune 1995-2004/Apr 21
2 489: The News-Sentinel 1991-2004/Apr 21
4 490: Tallahassee Democrat 1993- 2004/Mar 16
40 492: Arizona Repub/Phoenix Gaz 19862002/Jan 06
23 494: St LouisPost-Dispatch 1988-2004/Apr 19
6 498: Detroit Free Press 1987-2004/Apr 20
1 501: Extel Intl News Cards 1995-2002/Mar W4
3 532: Bangor Daily News 1996-2004/Apr 22

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37 536: (GARY) POST-TRIBUNE_1992-1999/Dec 30
Examined 350 files
15 541: SEC Online(TM) Annual Repts_1997/Sep W3
44 542: SEC Online(TM) 10-K Reports_1997/Sep W3
19 543: SEC Online(TM) 10-Q Reports_1997/Sep W3
98 544: SEC Online(TM) Proxy Repts_1997/Sep W3
73 545: Investext(R)_1982-2004/Apr 22
23 553: Wilson Bus. Abs. FullText_1982-2004/Apr
7 560: Spokane Spokesman-Review_1994-2004/Apr 20
1 563: Key Note Market Res._1986-2001/Aug 03
6 564: ICC Brit.Co.Ann.Rpts_1984-2004/Apr 04
15 570: Gale Group MARS(R)_1984-2004/Apr 22
3 576: Aberdeen American News_1995-2004/Apr 01
25 577: Roanoke Times_1992-2004/Apr 21
4 582: Augusta Chronicle_1996- 2004/Apr 20
4 583: Gale Group Globalbase(TM)_1986-2002/Dec 13
3 587: Jane's Defense&Aerospace_2004/Apr W3
1 606: Africa News_1999-2004/Apr 21

Examined 400 files
27 608: KR/T Bus.News._1992-2004/Apr 22
1 610: Business Wire_1999-2004/Apr 22
10 612: Japan Economic Newswire(TM)_1984-2004/Apr 22
5 613: PR Newswire_1999-2004/Apr 22
3 614: AFP English Wire_1999-2004/Apr 22
1 616: Canada NewsWire_1999-2001/Mar 09
3 618: Xinhua News_1999-2004/Apr 22
19 619: Asia Intelligence Wire_1995-2004/Apr 21
3 620: EIU:Viewswire_2004/Apr 21
35 621: Gale Group New Prod.Annou.(R)_1985-2004/Apr 21
33 624: McGraw-Hill Publications_1985-2004/Apr 19
4 625: American Banker Publications_1981-2004/Apr 22
3 626: Bond Buyer Full Text_1981-2004/Apr 22
4 627: EIU: Country Analysis_2004/Apr W1
32 631: Boston Globe_1980-2004/Apr 21
32 633: Phil.Inquirer_1983-2004/Apr 20
28 634: San Jose Mercury_Jun 1985-2004/Apr 21
42 635: Business Dateline(R)_1985-2004/Apr 22
59 636: Gale Group Newsletter DB(TM)_1987-2004/Apr 22
10 637: Journal of Commerce_1986-2004/Apr 20
29 638: Newsday/New York Newsday_1987-2004/Apr 22
24 640: San Francisco Chronicle_1988-2004/Apr 22
17 641: Rocky Mountain News_Jun 1989-2004/Apr 21
32 642: The Charlotte Observer_1988-2004/Apr 21
4 643: Grand Forks Herald_1995-2004/Apr 21

>>>File 644 processing for PY=1999 : PY=|

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05CPROP

7 644: (Boulder) Daily Camera_1995- 2004/Apr 20
9 645: Contra Costa Papers_1995- 2004/Apr 20
1 646: Consumer Reports_1982-2004/Apr
8 647: CMP Computer Fulltext_1988-2004/Apr W2
4 648: TV and Radio Transcripts_1997-2004/Apr W3
65 649: Gale Group Newswire ASAP(TM)_2004/Apr 21
11 652: US Patents Fulltext_1971-1975

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Processing

74 654: US Pat.Full._1976-2004/Apr 20
16 660: Federal News Service_1991-2002/Jul 02
Examined 450 files
1 674: Computer News Fulltext_1989-2004/Apr W2
4 684: Bradenton Herald_1992-2004/Apr 21
5 696: DIALOG Telecom. Newsletters_1995-2004/Apr 21
21 701: St Paul Pioneer Pr.Apr_1988-2004/Apr 21
39 702: Miami Herald_1983-2004/Apr 21
11 703: USA Today_1989-2004/Apr 21
24 704: (Portland)The Oregonian_1989-2004/Apr 21
19 706: (New Orleans)Times Picayune_1989-2004/Apr 21
13 707: The Seattle Times_1989-2004/Apr 21
13 708: Akron Beacon Journal_1989-2004/Apr 21

18 709: Richmond Times-Disp._1989-2004/Apr 19
 21 710: Times/Sun.Times(London)_Jun 1988-2004/Apr 21
 18 711: Independent(London)_Sep 1988-2004/Apr 16
 8 712: Palm Beach Post_1989-2004/Apr 21
 26 713: Atlanta J/Const._1989-2004/Apr 22
 22 714: (Baltimore) The Sun_1990-2004/Apr 22
 3 715: Christian Sci.Mon._1989-2004/Apr 22
 27 716: Daily News Of L.A._1989-2004/Apr 21
 22 717: The Washington Times_Jun 1989-2004/Apr 21
 41 718: Pittsburgh Post-Gazette_Jun 1990-2004/Apr 22
 15 719: (Albany) The Times Union_Mar 1986-2004/Apr 21
 10 720: (Columbia) The State_Dec 1987-2004/Apr 21
 6 721: Lexington Hrlld.-Ldr._1990-2004/Apr 21
 24 722: Cincinnati/Kentucky Post_1990-2004/Apr 21
 14 723: The Wichita Eagle_1990-2004/Apr 20
 26 724: (Minneapolis)Star Tribune_1989-1996/Feb 04
 3 726: S.China Morn.Post_1992--2004/Apr 21
 145 727: Canadian Newspapers_1990-2004/Apr 22
 15 728: Asia/Pac News_1994-2004/Apr W3
 9 731: Philad.Dly.News_1983- 2004/Apr 20
 8 732: San Francisco Exam._1990- 2000/Nov 21
 19 733: The Buffalo News_1990- 2004/Apr 20
 35 735: St. Petersburg Times_1989- 2004/Apr 21
 13 736: Seattle Post-Int._1990-2004/Apr 21
 10 738: (Allentown) The Morning Call_1990-2004/Apr 21
 21 739: The Fresno Bee_1990-2004/Apr 21

Examined 500 files

19 740: (Memphis)Comm.Appeal_1990-2004/Apr 21
 15 741: (Norfolk)Led./Pil._1990-2004/Apr 21
 20 742: (Madison)Cap.Tim/Wi.St.J_1990-2004/Apr 21
 11 743: (New Jersey)The Record_1989-2004/Apr 21
 1 744: (Biloxi) Sun Herald_1995-2004/Apr 20
 8 755: New Zealand Newspapers_1995-2004/Apr 20
 1 758: Asia/Pac Directory_2002/Oct
 2 767: Frost & Sullivan Market Eng_2004/Apr

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93 781: ProQuest Newsstand_1998-2004/Apr 22
 2 788: (Myrtle Beach) The Sun News_1996-2004/Apr 16
 1 802: ONTAP(R) Boston Globe_
 29 810: Business Wire_1986-1999/Feb 28
 52 813: PR Newswire_1987-1999/Apr 30
 1 816: Canada NewsWire_1996-1999/Jun 24
 8 861: UPI News_1996-1999/May 27
 3 929: Albuquerque Newspapers_1995-2004/Apr 21
 3 979: Milwaukee Jnl Sentinel Apr_1998-2004/Apr 21

Examined 550 files

3 980: Sarasota Herald-Tribune_1996-2004/Apr 21
 5 985: World News Connection(R)_1995-2004/Apr 22

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10 992: NewsRoom 2003

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222 files have one or more items; file list includes 557 files.

One or more terms were invalid in 104 files.

Set	Items	Description
S1	2776	((SCHEDUL? OR DEADLINE? ? OR DEAD()LINE? ? OR DUE()DATE? ? OR GOAL? ? OR COMPLETION? ?)(10N)(PROCRASTINAT? OR (NORMAL? OR HABITUAL? OR CHRONIC? OR CONSISTENT?))(4N)(LATE? OR TARDY OR TARDINESS?)) NOT PY>1999
S2	2077	RD (unique items)
S3	204	S2(15N)(ADJUST? OR CHANG? OR MODIF? OR ALTER? OR MOVE? OR - MOVING OR SHIFT?)
S4	176	S2(10N)(ADJUST? OR CHANG? OR MODIF? OR ALTER? OR MOVE? OR - MOVING OR SHIFT?)
S5	161	S4(10N)(SCHEDUL? OR DEADLINE? ? OR DEAD()LINE? ? OR DUE()D-ATE? ? OR GOAL? ? OR COMPLETION? ?)
File 148:Gale Group Trade & Industry DB 1976-2004/Apr 22 (c)2004 The Gale Group		
File 727:Canadian Newspapers 1990-2004/Apr 22 (c) 2004 Southam Inc.		
File 180:Federal Register 1985-2004/Apr 22 (c) 2004 format only The DIALOG Corp		
File 16:Gale Group PROMT(R) 1990-2004/Apr 22 (c) 2004 The Gale Group		
File 544:SEC Online(TM) Proxy Repts 1997/Sep W3 (c) 1987-1997 SEC Online Inc.		
File 781:ProQuest Newsstand 1998-2004/Apr 22 (c) 2004 ProQuest Info&Learning		
File 20:Dialog Global Reporter 1997-2004/Apr 22 (c) 2004 The Dialog Corp.		
File 15:ABI/Inform(R) 1971-2004/Apr 22 (c) 2004 ProQuest Info&Learning		
File 654:US Pat.Full. 1976-2004/Apr 20 (c) Format only 2004 The Dialog Corp.		
File 545:Investext(R) 1982-2004/Apr 22 (c) 2004 Thomson Financial Networks		
File 649:Gale Group Newswire ASAP(TM) 2004/Apr 21 (c) 2004 The Gale Group		
File 88:Gale Group Business A.R.T.S. 1976-2004/Apr 21 (c) 2004 The Gale Group		
File 47:Gale Group Magazine DB(TM) 1959-2004/Apr 22 (c) 2004 The Gale group		
File 636:Gale Group Newsletter DB(TM) 1987-2004/Apr 22 (c) 2004 The Gale Group		
File 484:Periodical Abs Plustext 1986-2004/Apr W3 (c) 2004 ProQuest		
File 73:EMBASE 1974-2004/Apr W3 (c) 2004 Elsevier Science B.V.		
File 155:MEDLINE(R) 1966-2004/Apr W3 (c) format only 2004 The Dialog Corp.		
File 813:PR Newswire 1987-1999/Apr 30 (c) 1999 PR Newswire Association Inc		
File 5:Biosis Previews(R) 1969-2004/Apr W2 (c) 2004 BIOSIS		
File 542:SEC Online(TM) 10-K Reports 1997/Sep W3 (c) 1987-1997 SEC Online Inc.		
File 635:Business Dateline(R) 1985-2004/Apr 22 (c) 2004 ProQuest Info&Learning		
File 718:Pittsburgh Post-Gazette Jun 1990-2004/Apr 22 (c) 2004 PG Publishing		
File 492:Arizona Repub/Phoenix Gaz 19862002/Jan 06 (c) 2002 Phoenix Newspapers		
File 702:Miami Herald 1983-2004/Apr 21 (c) 2004 The Miami Herald Publishing Co.		
File 536:(GARY) POST-TRIBUNE 1992-1999/Dec 30 (c) 2000 POST-TRIBUNE		
File 11:PsycINFO(R) 1887-2004/Apr W3 (c) 2004 Amer. Psychological Assn.		
File 621:Gale Group New Prod.Annou.(R) 1985-2004/Apr 21 (c) 2004 The Gale Group		
File 735:St. Petersburg Times 1989- 2004/Apr 21 (c) 2004 St. Petersburg Times		
File 624:McGraw-Hill Publications 1985-2004/Apr 19		

(c) 2004 McGraw-Hill Co. Inc
File 34:SciSearch(R) Cited Ref Sci 1990-2004/Apr W3
(c) 2004 Inst for Sci Info
File 631:Boston Globe 1980-2004/Apr 21
(c) 2004 Boston Globe
File 633:Phil.Inquirer 1983-2004/Apr 20
(c) 2004 Philadelphia Newspapers Inc
File 642:The Charlotte Observer 1988-2004/Apr 21
(c) 2004 Charlotte Observer
File 149:TGG Health&Wellness DB(SM) 1976-2004/Apr W2
(c) 2004 The Gale Group
File 440:Current Contents Search(R) 1990-2004/Apr 22
(c) 2004 Inst for Sci Info
File 275:Gale Group Computer DB(TM) 1983-2004/Apr 22
(c) 2004 The Gale Group
File 638:Newsday/New York Newsday 1987-2004/Apr 22
(c) 2004 Newsday Inc.
File 810:Business Wire 1986-1999/Feb 28
(c) 1999 Business Wire
File 634:San Jose Mercury Jun 1985-2004/Apr 21
(c) 2004 San Jose Mercury News
File 159:Cancerlit 1975-2002/Oct
(c) format only 2002 Dialog Corporation
File 608:KR/T Bus.News. 1992-2004/Apr 22
(c)2004 Knight Ridder/Tribune Bus News
File 716:Daily News Of L.A. 1989-2004/Apr 21
(c) 2004 Daily News of Los Angeles
File 713:Atlanta J/Const. 1989-2004/Apr 22
(c) 2004 Atlanta Newspapers
File 724:(Minneapolis)Star Tribune 1989-1996/Feb 04
(c) 1996 Star Tribune
File 577:Roanoke Times 1992-2004/Apr 21
(c) 2004 Roanoke Times
File 640:San Francisco Chronicle 1988-2004/Apr 22
(c) 2004 Chronicle Publ. Co.
File 704:(Portland)The Oregonian 1989-2004/Apr 21
(c) 2004 The Oregonian
File 722:Cincinnati/Kentucky Post 1990-2004/Apr 21
(c) 2004 The Cincinnati Post
File 156:ToxFile 1965-2004/Apr W3
(c) format only 2004 The Dialog Corporation
File 494:St LouisPost-Dispatch 1988-2004/Apr 22
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File 553:Wilson Bus. Abs. FullText 1982-2004/Apr
(c) 2004 The HW Wilson Co
File 714:(Baltimore) The Sun 1990-2004/Apr 22
(c) 2004 Baltimore Sun
File 717:The Washington Times Jun 1989-2004/Apr 22
(c) 2004 Washington Times
File 103:Energy SciTec 1974-2004/Apr B1
(c) 2004 Contains copyrighted material
File 701:St Paul Pioneer Pr Apr 1988-2004/Apr 21
(c) 2004 St Paul Pioneer Press
File 710:Times/Sun.Times(London) Jun 1988-2004/Apr 21
(c) 2004 Times Newspapers
File 739:The Fresno Bee 1990-2004/Apr 21
(c) 2004 The Fresno Bee
File 742:(Madison)Cap.Tim/Wi.St.J 1990-2004/Apr 21
(c) 2004 Wisconsin St. Jrnl
File 543:SEC Online(TM) 10-Q Reports 1997/Sep W3
(c) 1987-1997 SEC Online Inc.
File 619:Asia Intelligence Wire 1995-2004/Apr 21
(c) 2004 Fin. Times Ltd



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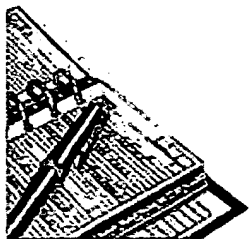
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0 pages	0 pages	0 pages	5 pages	13 pages	20 pages	14 pages	10 pages	0 pages
			Oct 01, 1999 *	Mar 06, 2000 *	Jan 18, 2001 *	Jan 23, 2002 *	Jan 28, 2003 *	
			Oct 13, 1999 *	Apr 08, 2000 *	Feb 02, 2001 *	Jan 24, 2002 *	Feb 12, 2003 *	
			Nov 04, 1999 *	May 10, 2000 *	Feb 03, 2001	May 27, 2002 *	Feb 13, 2003	
			Nov 13, 1999 *	May 19, 2000	Feb 04, 2001	May 28, 2002	Mar 26, 2003 *	
			Nov 22, 1999 *	Jun 05, 2000 *	Mar 02, 2001 *	May 30, 2002	May 01, 2003	
				Jun 14, 2000 *	Apr 01, 2001 *	Jun 04, 2002 *	May 27, 2003	
				Aug 15, 2000 *	Apr 05, 2001 *	Jun 05, 2002	Jun 10, 2003	
				Sep 30, 2000	Apr 18, 2001 *	Jul 22, 2002 *	Jun 12, 2003	
				Oct 12, 2000 *	Apr 29, 2001 *	Jul 27, 2002 *	Jun 17, 2003	
				Oct 26, 2000 *	May 04, 2001 *	Sep 23, 2002 *	Jun 22, 2003	
				Nov 17, 2000 *	May 05, 2001	Sep 30, 2002 *		
				Dec 04, 2000 *	May 08, 2001	Nov 23, 2002 *		
				Dec 05, 2000 *	May 16, 2001	Nov 27, 2002		
					May 24, 2001 *	Nov 28, 2002		
					Jun 29, 2001 *			
					Jul 09, 2001 *			
					Jul 12, 2001			
					Jul 21, 2001 *			
					Sep 24, 2001 *			
					Nov 07, 2001 *			

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organized assistant

by Janet Barclay, ISTJ

Calendars and Personality Type

I recently conducted a survey to look at the relationship between an individual's personality type and his or her organizing and time management style, and noticed that the majority of participants said they have a calendar system that works for them. As there are so many time management systems available, both paper-based and electronic, I thought it would be interesting to find out which calendar systems are most popular with each personality type, and asked my ezine subscribers and visitors to my website to describe their time management system, what they like and dislike about it, and their personality type according to the Myers-Briggs Type Indicator® (MBTI®). The MBTI measures your preferences in four areas:

- The source of your energy (Introversion / Extraversion)
- Taking in information (Sensing / Intuition)
- Decision-making (Thinking / Feeling)
- Dealing with the outer world (Judging / Perceiving)

Because the Judging / Perceiving preference pertains to the way you deal with the outer world, it has the greatest influence on the way you manage time and space, however, the other preferences also come into play, as described in earlier articles. Your preferences in the four areas listed above combine to form one of 16 different personality types.

This article is a summary of the responses I received, according to the participants' stated personality type. Where specific time management products were named, this information has been included.

Due to their preference for planning and their attention to detail, the Sensing Judging types are generally considered natural organizers with a strong attachment to schedules and deadlines. Most formal time management systems on the market were designed by and for SJ types.

Although one **ISTJ** participant stated that he doesn't use a time management system at all, the others showed a preference for a paper-based system. Most like the week-at-a-glance format, either the Day Runner® or the Taylor Planner®, because it allows them to visualize what they have to do. One student supplements her daily planner with a wall-mounted dry-erase calendar as well as a dry-erase board containing her weekly time map.

ISFJ participants also showed a preference for a paper-based system. Although one stated that she loves technology and was given a Palm Pilot®, she has no desire to give up her Day-Timer®, which has a monthly calendar that allows her to see her commitments at a glance. It also includes two pages for each day, with space for a to-do list and daily schedule, as well as blank space for jotting down phone messages and important thoughts. Others are less concerned with scheduling, but use daily to-do lists.

The only **ESFJ** who responded to the survey indicated a preference for the Palm Pilot®, which allows her to easily search for and retrieve information and to sync with her Outlook® calendar. She prefers to use paper for ideas that she needs to "sketch" visually and for face-to-face situations with clients where the Palm Pilot® might seem a distraction or even rude.

Unfortunately, no **ESTJ**'s took part in the survey, but according to Sandra Krebs Hirsch & Jean Kummerow, authors of *LifeTypes*, and Larry Demarest, author of *Out of Time: How the Sixteen*

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Types Manage Their Time and Work. ESTJ's like to-do lists and use a calendar or planner to keep track of what has been done and what still needs to be addressed. ESTJ's typically plan thoroughly, scheduling preparation time for meetings as well as for the meeting itself.

Although a wide variety of systems were reported, due to their preference for Intuition, INtuitive Feeling types generally prefer time management systems that allow them to see the big picture.

ENFP's reported using multiple calendars for different functions. One uses a Palm Pilot® for scheduling, but creates a daily to-do list using Microsoft Word®, so that she can cross out tasks as she completes them. Another uses an electronic calendar and task list along with a manual tickler file consisting of a folder for each day of the month and a folder for each month, where she keeps all the paperwork to back up her electronic system. A third uses a Day-Timer® system, one page per day, folio size, with monthly calendar inserts to keep on track, along with a calendar on the kitchen fridge to keep track of family activities.

INFP's had the widest participation rate in the survey, and reported a variety of time management system preferences, encompassing both paper-based and electronic systems. One successfully manages her busy schedule with a PDA to schedule personal and private practice appointments. She schedules job appointments on her computer at work using Outlook® and syncs her PDA and work computer upon arrival and again before leaving work. Another uses the Palm Pilot® for scheduling and alarms, along with Microsoft Streets and Trips® to find locations and download to the PDA. She likes the ability to print her calendar and have the entire month in front of her.

Another uses a Franklin Planner® "when she thinks of it," sometimes recording tasks that have been completed, in case she need to remember when she started something, and uses the Microsoft Works® calendar occasionally as well. One INFP designed her own multi-ring planning system.

All **INFJ** participants identified very strong preferences in terms of their time management tools, although their preferences varied widely, and included both paper-based and electronic systems. One likes the compactness, durability, and portability of her black leather Day-Timer®, in the week-at-a-glance format. She doesn't feel her computer is reliable enough to use as a time management tool. Another tried using the Outlook® calendar, but found it wasn't functional for her, since she isn't always at her computer. She believes a PDA would be useful as it would allow her to easily transfer information between the two, but until she can afford one, she uses paper Day-Timers®, one page per day format. She likes the monthly planner for seeing the whole picture and the one page per day gives her enough space to "explode the detail" when necessary. She also keeps a family calendar in the kitchen. Yet another makes maximum use of technology, combining a Palm Pilot® with desktop contact management software, and synchronizing the two regularly.

The only **ENFJ** participant uses Outlook® combined with a Palm V®. She likes the ability to set recurring meetings and dates like birthdays, organize a list of tasks and memos by category, flag email for follow up, and set reminders. Other benefits she enjoys include only having to handle paper when she chooses to print something, and the Palm®'s compactness. On the downside, she mentions the Palm's fragility and the risk of losing data.

Individuals with preferences for iNtuition and Thinking also reported using a wide variety of time management tools.

All of the **ENTJ's** who participated in this survey reported using a combination of paper and electronic systems. One prints her own calendar from MS Outlook® on Day-Timer® computer paper (Desk size, 7-hole punched) and uses several of the Day-Timer® accessories that are available. Another uses a combination of "brain power, paper calendar and electronic organizer".

ENTP's reported a distinct preference for portable electronic systems. One found a Palm Pilot® to be effective because she could sync it with her computer, but no longer has the technology available to her. She has had little success with paper calendars. Another uses a Palm Zire71® with the Palm Desktop® system. The features she considers most important are the color screen, the ability to take hand-written notes, and alarms and snooze buttons. She found that a paper planner was too much trouble to carry around.

INTJ's, on the other hand, showed a preference for paper-based planners. One stated a reluctance

"to go the Blackberry® route" because she likes to flip ahead to whole weeks of appointments and to staple information to pages in preparation for various events.

As no **INTP's** responded to the survey, I will share the following quotation from Larry Demarest's *Out of Time*:

INTP's tend to be conceptual planners – their plans being neither specific nor fully developed. They work in blocks of time, and what gets written down may be sketchy and seem incomplete. INTPs are not likely to use the planning categories, structure, or systems provided by the manufacturer of an organizer (unless it somehow happened to make good sense to a particular individual). Like many other aspects of life, most INTP's will find their own way of planning and organizing. (Though, this may not be typical, one INTP reported using three calendars – two electronic and one hard copy).

As I found with my previous surveys on organizing and time management, not many people with preferences for **Sensing** and **Perceiving** responded. It may be that as action-oriented, spontaneous individuals, they are not likely to be interested in doing Internet surveys or in the topic of time management itself.

In fact, the only **SP** respondent, an **ISTP**, said about time management, "I think those words do not go together for my type." She uses a thin 2-year monthly at-a glance calendar, and writes appointments with a time and an initial e.g. 5-T, which is enough to remind her. She puts labels of frequently called names, addresses, and numbers in the back and keeps a paper clip at the front to attach temporary notes.

In *Out of Time*, Larry Demarest states that **ISFP's** keep track of what needs to be done in a variety of different ways. Some use the popular calendars and organizers while others attend to due dates and plan for the priorities, leaving considerable leeway to be flexible and spontaneous about remaining work.

Demarest also states that many **ESTP's** don't use a calendar or planner and that those who do tend to use them selectively. For example, one reported using a planner for work but not for his social or personal life. Another records only the important activities for each day. Some think and work in terms of chunks of time rather than hour-by-hour. **ESTP's** also report using electronic calendars and organizers.

ESFP's keep track of their work, according to Demarest, in a variety of ways, ranging from the prevalent, more formal systems and computer calendars to relying on reminders from team members and keeping a simple to-do list or a mental list.

Before the new year arrives, take some time to evaluate your current time management system, and if it's not working for you, consider what other people of your personality type find effective. If you've never taken the Myers-Briggs Type Indicator®, maybe it's time that you discovered the many ways that a deeper understanding of yourself can benefit you, both personally and professionally.

Although there are many online assessments claiming to be the same as the MBTI®, the best way to understand your personality type is to take an official MBTI® instrument from a professional who has met the standards necessary to be "qualified" to administer the test.

Further Reading

- Out of Time: How the Sixteen Types Manage Their Time and Work by Larry Demarest
- LifeTypes by Sandra Krebs Hirsch & Jean Kummerow

Time Management Products mentioned in this article:

- Blackberry®
- Microsoft Outlook®
- Palm Desktop®
- Day Runner®
- Microsoft Streets & Trips®
- Palm Pilot®

- [Day-Timer®](#)
- [Franklin Planner®](#)
- [Microsoft Word®](#)
- [Microsoft Works®](#)
- [Taylor Planner®](#)

About The Author

Janet Barclay is a qualified MBTI® practitioner specializing in time management, and the owner of Organized Assistant. For more information visit www.organizedassistant.com.

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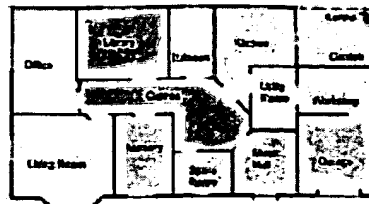
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A party can mean anything from drinks with savouries to a full-blown dinner. With a little forward planning you too can enjoy the party. Parties aren't just about food, so we give below some tips on how to organise all aspects of your party from the initial preparation to when the last guest leaves (or not as the case may be).

It is always nice to get advice from real professionals, the following is just such advice -

Procrastinators that we are...it is sometimes a chore to get an RSVP back in the mail. How many times has an invitation, unknowingly, been mixed up in the daily mail only to be neglected until the last minute or forgotten altogether?

Surely we all empathize with event planners who struggle to get their guests to RSVP to an invitation.

We would like to suggest a simple yet proven method to simplify this problem. This strategy should help anyone plan an event while being assured that each guest will most likely return their RSVP in a more timely manner.

Mail your invitations on a Wednesday! Why Wednesday you ask? If an invitation is mailed on Wednesday it is more likely to arrive at its destination on Friday or Saturday, this is the objective. Receiving the invitation on the weekend, instead of a weekday, will give your guests more time to respond and return your RSVP more promptly.

Weekends, typically, are less hectic and people have a little more leisure time than during a busy work week. When friends receive an invitation on a busy weekday it may likely get tossed into a pile of "get around to it" mail or lost altogether. However, when an invitation arrives on Friday or Saturday, you will most likely get a timely response. This is all due to the timing. Your friends and associates will have more time to plan for your event on their "weekend". This timing strategy gives your guests a little more time to deal with their social calendar, coordinate dates, travel, babysitters and other incidental details. Planning your event becomes a coordinated effort on your part that your guests will especially appreciate.

Author Diane Pollitt - Party Consultant
<http://www.partymerchant.com>

Allow plenty of time for menu planning, taking into consideration the likes and dislikes of the guests you have invited.

It is a good idea to get starters and puddings made the day before if you can, or better still prepare and freeze ahead.

Take into account the nature of the food. Bite size food, easy to handle, is a must for the buffet style party. There is nothing worse than trying to eat a plate of spaghetti bolognese with a drink in one hand and nowhere to sit!

Always serve food on clean plates Wash all fruit and vegetables

Warm your dishes before putting hot food in them, place cold food on platters over bowls of ice to keep them cold.

Don't overstuff the fridge. Cold air must be allowed to circulate in the fridge to keep food safe

Replace empty platters rather than adding fresh food to a dish that has already been used.

Keep raw and cooked foods separate

If you are hosting a party or having a buffet, make sure not to leave food out at room temperature for more than 2 hours.

If your party is catering for dozens rather than a few then consider disposable plates, napkins and cutlery.

Remember to provide a good selection of soft drinks, as well as the alcoholic variety, for your guests. This is more to some people's taste and will also cater for those having to drive home.

Recipe - Try tomato juice with a sprinkling of Seasoning Salt and Pepper or a teetotal punch flavoured with Cinnamon and Cloves. Coffee - hot or iced - will also be very welcome.

It is often difficult to gauge appetites and to cater for large numbers, especially during the festive season when some people will be all partied out!!! Make sure your food does not fizzle out by having a good reserve of herb or garlic bread to satisfy man sized appetites - always popular.

Recipe - Use 4oz. (113 g) unsalted butter with 1 teaspoon Garlic Salt or 2 teaspoon of Mixed Herbs for each French Loaf. Wrap in foil, bake in a hot oven for 15-20 minutes

and serve hot.

If you intend serving wine, think about it early. White wine should be chilled for about two hours in the refrigerator. Red wine should be opened at least one hour before it is needed so that it can 'breathe'.

Make an unusual and effective table centrepiece by frosting fruit. When fruit is dry, arrange on a cake stand and decorate with baubles and tinsel.

Method - Dip whole fruit in beaten egg white then into spice flavoured sugar (1 teaspoon of spice to 2oz/57 g of sugar) and leave to dry. Suitable spices include Ground Cinnamon, Nutmeg or Mixed Spice but mix and match for variety.

Unusual buffet sandwiches or tasty canapes are always popular. Try flavouring them with a savoury or sweet butter. Paprika, Chives, Herbs, Garlic and Cinnamon will all prove popular with fish, meat, poultry, game, cheese or shellfish sandwiches.

Recipe - mix 1 teaspoon of the chosen herb or spice with 3oz/85g. softened butter. The flavoured butter will keep in the refrigerator for up to 2 weeks and will also prove infinitely useful for adding to grilled meat, cooked vegetables and the sweet ones for spreading on cakes or teabreads etc.

Colourful frosting on the rims of drinking glasses add to the party atmosphere.

Method - Mix 1 teaspoon Ground Cinnamon, Nutmeg or Mixed Spice with 2oz/57g plain or tinted caster sugar. Dip the rim of the glass in a little egg white then dip in the sugar. Refrigerate until the sugar looks frosty and dry.

Greet your guests with unusual savouries.

Recipe - dust piping hot home-made croutons with Garlic Salt or Seasoning Salt or try making a quick and easy dip to serve with crisp vegetable by flavouring cream or cottage cheese with mixed herbs or chives to taste.

After such a good party put a few drops of Juniper essential oil on your pillow it will help prevent a hangover as it is an excellent detoxifier.

Courtesy of Donna Hughes (Consultant)

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